



Memo

To: All Clients
From: Virgo Business Centers
Date: October 6th, 2015
Re: **FOOD Delivery UPDATE**

Please be advised that going forward the building management will no longer allow any food deliveries through the **MAIN** entrance between the hours of 8am-5pm.

All FOOD delivery personnel will be required to sign in at a guard booth at the loading dock/freight entrance located on 51Street between Lexington Ave & 3rd Ave.

Please inform the delivery person to contact you upon arriving to the freight to minimize the wait time as each individual will require to meet the delivery person by the 4th floor freight elevator located in the business lounge by the restrooms.

ANY & ONLY food deliveries after 5pm will require the tenant to retrieve from the lobby as they will not be grant access to individual floors.

Please be sure that a company name & phone number is associated with the delivery in order to assure that it arrives in a timely manner.

Thank you,

Virgo Business Centers